

DEPARTMENT OF THE ARMY  
Corps of Engineers, Omaha District  
215 North 17th Street  
Omaha, Nebraska 68102-4978

DM 415-1-7

CEMRO-CD-CM

Memorandum  
No. 415-1-7

28 July 1995

Construction, Engineering, PPMD and Resource Management  
INTERNAL PROCEDURES FOR PROCESSING INFORMATION FOR DD FORM 1354,  
TRANSFER AND ACCEPTANCE OF MILITARY REAL PROPERTY

1. Purpose. This District memorandum implements internal procedures for the identification and processing of pertinent information that is necessary to the preparation of the DD Form 1354, Transfer and Acceptance of Military Real Property.
2. Applicability. This memorandum applies to Construction, Engineering, Programs and Project Management and Resource Management Divisions.
3. References.
  - a. ER 415-345-38, Transfer and Warranties.
  - b. AR 415-10, Military Construction - General.
  - c. AR 420-17, Real Property and Resource Management.
  - d. Army Audit Agency Report No. SR 94-481 dated 30 June 1994.
4. Responsibilities.
  - a. Engineering Division, Cost Estimating Branch, Military Estimating Section will:
    - (1) Prepare the initial DD Form 1354 within three months after the award of a military construction (MILCON) funded construction contract according to references.
    - (2) Incorporate design workcodes, costs to date, and percentage of each design workcode applicable to the construction contract on the initial DD Form 1354 as provided by Programs and Project Management, Military.
    - (3) Distribute copies of initial DD Form 1354s to Construction field office and Programs and Project Management, Military.
  - b. Engineering Division, Military Branch, Program Control Section and Technical Management Sections will:

construction contract Current Working Estimate information data from Construction Division, Contract Administration, Contract Management Section.

(3) Prepare a line item closeout memorandum to Resource Management, Finance and Accounting Branch, Military Accounting Unit when a construction contract is ready for fiscal closeout. All COEMIS line items to be closed will be listed on the memorandum along with its project title and location. A copy of the AMPRS Construction Manager's Report for each construction contract identified for closing will be provided with the line item closeout memorandum.

e. Construction Division, respective area office or resident engineer will:

(1) Request current costs to date on construction contract and design effort for incorporation into the DD Form 1354 from Construction Division, Contract Administration Branch, Contract Management Section. The DD Form 1354 including these costs and category information/descriptions and references is provided to the customer or installation at the time of facility turnover, usually final inspection.

(2) Submit the original 1-Final or 1-Partial to the customer or installation for signature at final acceptance and forward signed copy, one xerox copy, and one unsigned copy with no cost data to Construction Division, Contract Administration Branch, Contract Administration Section. The DD Form 1354 sent to the customer or installation will still require a statement on it to the effect that "the costs shown are our best estimate of costs to date."

f. Construction Division, Contract Administration Branch, Contract Administration Section will:

(1) Log the receipt of the DD Form 1354 into the contract records via the Contract Management System (CMS).

(2) Forward the original and two copies to Resource Management, Finance and Accounting, Military Accounting Unit for filing.

(3) Forward one copy of the signed DD Form 1354 to Programs and Project Management, Military for project files or forwarding to Corps entities involved in financial tracking; e.g., Huntsville Division.

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APPENDIX A

**C.W.I.P. TRACKING INFORMATION**

Design Project Awarded For Construction - Omaha District

Confirmed by AMPRS Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Confirmed by MRO-ED, Prog. Analyst \_\_\_\_\_ Date \_\_\_\_\_

Confirmed by MRO-MD, PM/PA \_\_\_\_\_ Date \_\_\_\_\_

Project Location \_\_\_\_\_

Project Title (as awarded) \_\_\_\_\_

Project Title (in AMPRS) \_\_\_\_\_

Proj Key: Loc Code \_\_\_\_\_ TF \_\_\_\_\_ Proj No. \_\_\_\_\_ AY \_\_\_\_\_

Midas Number \_\_\_\_\_ Award Date \_\_\_\_\_

Program Amt \_\_\_\_\_ Current CWE \_\_\_\_\_

Contract Amount \_\_\_\_\_

Bid Inv No. \_\_\_\_\_ Contr. No. \_\_\_\_\_

PY \_\_\_\_\_ Des By \_\_\_\_\_ Des Agnt \_\_\_\_\_ Const Agnt \_\_\_\_\_

Workcodes	Costs
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_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____